

Declassified in Part - Sanitized Copy Approved for Release 2013/04/24 :
CIA-RDP91B00060R000100210003-9

Page Denied

Next 2 Page(s) In Document Denied

Declassified in Part - Sanitized Copy Approved for Release 2013/04/24 :
CIA-RDP91B00060R000100210003-9

ADMINISTRATIVE - INTERNAL USE ONLY
 ADMINISTRATIVE - INTERNAL USE ONLY

5 December 1988

MEMORANDUM FOR:

Chief, Facilities Management Group
 Office of Logistics

FROM:

Deputy Chief, Customer Assistance Division
 Network Services Group
 Office of Information Technology

SUBJECT:

Space Requirement for Software Center

.sp 3; .ju off

The Personal Computer Software Center (PCSC), an integral part of the Office of Information Technology (OIT), serves the Agency by providing Personal Computer (PC) software to Agency components on a timely basis at a discount price. In order to stock the PCSC, large shipments of PC software packages are frequently delivered to the Original Headquarters Building and need to be stored.

The PCSC currently enjoys the use of 2C52, an 8' x 10' room adjacent to the elevators to store software package shipments; however, it is my understanding that this room will imminently be taken away from us. At any rate, even with the use of 2C52 available, the PCSC still needs additional storage space. Having talked with [redacted] and [redacted] about this problem, I have reached an impasse, as they are unaware of any available, or soon-to-be-available, space that is sufficient to store PC software package shipments.

In light of this situation, I would appreciate any assistance in obtaining this space (at least 10' X 12', relatively drv. and preferably near the South loading dock). I can be reached on [redacted] or via AIM [redacted]. Thank you very much.

.sp 4
 .ce
 .fo off

Distribution:

.sp
 addressee

[redacted]